

Public Works Administrative Assistant-Job Description

GENERAL PURPOSE: Under the direction of the Public Works Director coordinates and performs a variety of skilled assistant functions; provides administrative support to the Public Works Director and other departmental personnel; prepares correspondence, reports, and other documentation; updates and maintains the Department's records and files; coordinates assigned Public Works programs; orders departmental supplies and uniforms; responds to Public Works inquiries and complaints; and performs other related duties as assigned.

TYPICAL DUTIES: The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Answers, screens, and directs incoming calls to appropriate departments and/or individuals; documents and distributes telephone messages.
- Greets and assists office visitors; directs visitors to other Borough departments as required.
- Serves as a primary point of contact for departmental employees and the general public.
- Responds to various types of Public Works inquiries and/or complaints; provides information regarding departmental operations, services, programs, projects, and policies.
- Prepares, processes, and prioritizes work orders received from the public and other Borough departments.
- Receives and processes special events bookings and community service events at the Borough's facilities; schedules and organizes duties related to those events.
- Provides administrative support and assistance to the Public Works Director and/or other employees as required.
- Schedules and coordinates meetings, appointments, and/or other functions; organizes reservations for training workshops; updates and maintains departmental calendars.
- Prepares, processes, reviews, and disseminates correspondence, memoranda, contracts, schedules, forms, purchase orders, invoices, requisitions and/or other types of departmental documentation.
- Compiles, analyzes, and informs Director of any and all grant or agency compliance correspondence and deadlines therein.
- Updates and maintains departmental records, filing systems, databases, and/or policy manuals.
- Oversees and maintains the Borough's vehicle fleet records including inspection and registration.
- Orders and maintains fuel cards for all Borough employees; updates and maintains key lists.
- Coordinates with vendors regarding the ordering of departmental supplies; tracks and verifies the accuracy and quality of shipments received; researches and resolves supply issues.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS: Education and Experience: High School Diploma or equivalent; AND two years

administrative support experience; OR an equivalent combination of education and experience. Required Licenses or Certifications:

- **Able to pass criminal background check and drug testing.**
- Must possess a valid Pa drivers License. Required Knowledge of:
 - Principles and practices of office administration.
 - Records management principles and standards.
 - Basic bookkeeping and accounting principles.
 - General office equipment and standard computer software applications.

Required Skill in:

- Coordinating and performing a variety of skilled administrative functions.
- Providing administrative support to management personnel and other as directed by the Director.
- Compiling data and preparing correspondence, reports, and other documentation.
- Updating and maintaining departmental records and files.
- Coordinating grants and Public Works programming.
- Establishing and maintaining cooperative working relationships with other staff, Borough departments, outside agencies, community organizations, vendors, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects Up to 25 pounds

Hours: 25 hours weekly (5 per day) M-F within the hours of 6 a.m. and 2:30 p.m. with 2-15 min paid breaks

Wages; \$15.00 per hour

All Borough Administrative Holidays Off

Up to 5 paid days (25 hours total) off per year and 5 unpaid personal days-Unpaid days available after 90 calendar days from start date and paid days after 180 calendar days from start date of employment. 10 paid days (50 hours total) available after 365 calendar days from start date. Any additional changes will be at the discretion of Borough Council.

There are no healthcare benefits related to this position.